

ELECTRONIC RECORDS TRANSFER PROCEDURES

Permanent Electronic Records in the Archives

The Archives and Records Management Services Division (ARMS) of the Library of Virginia will accept the transfer of permanent electronic records from state agencies and localities on a case-by-case basis. Agencies and localities are responsible for all permanent public records created and maintained during the course of business, regardless of the record's format. With assistance from ARMS staff, each organization will establish appropriate methods to maintain the authenticity, integrity, and accessibility of these records until their official transfer to the permanent Library collection. ARMS staff highly recommends that organizations create and implement a records policy, as well as train staff on the proper methods for maintaining public records.

The Archives at the Library of Virginia will make every reasonable effort to take in all permanent records that have reached their stated disposition. However, as a result of limited capacity to administer electronic records at this time, the Library initially may be unable to accept all electronic records designated as permanent. In those instances, agencies and localities will remain responsible for ensuring that the essential evidence contained in the records is preserved until the Library is able to accommodate them. Records should not be [transferred](#) until official notification is received from ARMS staff.

If an agency or locality chooses to retain custody of any record, including permanent electronic public records eligible for transfer to the Library, it will assume the responsibility for maintaining that record in a manner that preserves its authenticity and integrity, and ensures its continued accessibility. Records stored electronically require a migration plan to ensure that access is not interrupted by degradation or by hardware, software, or media obsolescence. Please contact your designated [Records Analyst](#) at the Library of Virginia for additional guidance.

Transferring Permanent Electronic Records to the Library of Virginia

If records have been designated as archival by Archives and Records Management Services (ARMS) staff and will be added into the Library of Virginia's permanent collection, follow these procedures for transfer. These procedures do not include electronic back-up tapes or vital information created and maintained for internal use only. For more information and step-by-step instructions, refer to the chapter entitled "Archival Transfers and Procedures" in the [Records Management Manual](#).

1. Review appropriate General and Specific Records Retention & Disposition Schedules and locate the series for the records. The schedule will indicate which records series have a permanent retention and may be or are required to be transferred to the Archives.

Please note: Due to a limited capacity to administer permanent electronic records at this time, the Archives and Records Management Services Division will evaluate each permanent records transfer prior to approval. If approved, the Records Analyst will make arrangements for transfer of the records to the Library of Virginia.

2. Upon receiving transfer approval, send a completed [Records Transfer List and Receipt \(RM-17 Form\)](#) to your assigned LVA Records Analyst. Although most electronic transfers will be on physical media (e.g. tape and/or optical disc), under certain circumstances other transfer options may be available.

Physical media can be transferred to the Archives similarly to traditionally formatted records. Arrangements for delivery or pickup will be made by the LVA Records Analyst. Be sure to remove all password protection applied to any files prior to copying to the transfer media.

The LVA recommends the following media be used for transfer of electronic records:

- **Tape** – Linear Tape Open (LTO) and Digital Linear Tape (DLT) are preferred. Digital Audio Tape (DAT) should not be used.
- **USB Flash Drive** – Flash memory may be used as temporary storage to transfer files to the LVA.
- **Removable Hard Disk Drive (HDD)** – Removable HDD is an option when transfers are significant in size.
- **Optical Media (DVD-R/CD-R)** – Use high quality optical disks (e.g. Taiyo Yuden, MAMA-A or equivalent) to store and transfer electronic records. Records storage on lesser quality discs may result in a corrupted or incomplete records transfer. Please note that the Archives cannot accept HD-DVD or Blue-Ray DVD at this time.

Records custodians will remain responsible for the security of the media and the information contained on them as defined by Virginia Information Technology Agency (VITA) policy and standards until an official transfer to the Library is complete. See the [IT Information Security Standard \(SEC501-01\)](#) for additional information.

3. Following the initial transfer of records to the LVA, all electronic files will be quarantined and inspected. Do not delete or destroy any electronic files identified as permanent prior to official notification from the LVA indicating that the inspection process has been concluded and a re-transfer of the files is not required.